

Position Description

Position Title:	HIPPY Home Tutor	Position No:	
Position Type:	Casual	Level:	2
Award:	Social Community, Home Care and Disability Services, Industry Award 2010		
Location:	Berri	Murray Bridge	
Date of Effect:	22/01/2020		

POSITION DESCRIPTION

Environment: At ac.care we want all country people to have a safe home, enough money to live on and strong, positive relationships. With over 200 staff we provide a range of services for country South Australian communities the Adelaide Hills, Limestone Coast, Murraylands and Riverland.

We are a non-government organisation (NGO) and our values (CARE - Compassion, Adaptability, Relationships, and Excellence) underpin the work we do. Together, as one team we CARE to ensure all country people experience the same seamless and consistent service across all touch points in a welcoming and non-judgemental environment.

Purpose: The HIPPY (Home Interaction Program for Parents and Youngsters) program is an early childhood enrichment and parenting program for children and their parents/carers which runs over a two-year period.

The HIPPY tutor will have completed or is currently undertaking the HIPPY program and will provide peer support to other parents.

The HIPPY tutor encourages the development of a love for learning, literacy and numeracy using a curriculum of play based educational activities.

Engaging and empowering the family the HIPPY Tutor offers guidance and support to ensure a positive entry into the education system.

Responsibilities: To drive and implement the organisational strategic agenda to achieve outcomes. This includes:

Strategy

- Assist Coordinator and team with planning and direction of program activities.
- Apply the ac.care mission through being sensitive to the needs of others, in a welcoming and non-judgmental manner, acting with diplomacy, tact empathy, privacy and confidentiality.
- Identify and contribute to service delivery performance outcomes.
- Deliver the HIPPY program to up to 14 parents enrolled in the HIPPY program in a fun and successful way.
- Organise and attend home visits for assigned families (a minimum of one visit per fortnight during school term).
- Role-play HIPPY activities during tutor training, home visits and parent groups to ensure that parents are familiar with how to do the activities and are confident to complete the activities with their own child.

- Assist with the planning of the fortnightly group meeting.
- Manage risk in accordance with ac.care policies and procedures and legislative requirements.

Leadership

- Work collaboratively, developing respectful and compassionate relationships with internal and external stakeholders to deliver high quality outcomes.
- Build a relationship with families to support parent growth by developing their skills, knowledge and confidence.
- Engages and motivates the families to develop their capabilities and potential.
- Work effectively with the Manager, Coordinator and other members as part of 'one ac.care team'.
- Creates and nurtures a positive and engaged environment.
- Responsible for managing time, prioritising, planning and organising own work.
- Encouraging the development and confidence of the family with the aim for stronger family connections.

Culture

- Actively promote and role model the ac.care values of Compassion, Adaptability, Relationships and Excellence and contribute to positive organisational change, effective communication and continuous improvement at ac.care.
- Promoting and encouraging positive relationships with parents, family and community.
- Communicate effectively and contribute to the development of quality HIPPY program services.
- Skilled at building collaborative partnerships
- Actively promote and advocate cultural inclusion

Continual Improvement

- Participate in the evaluation, monitoring and reporting of program to determine effectiveness and contribute to identifying strategies to address any deficits.
- Keep accurate and appropriate documentation and statistical data in accordance with organisation, program and funding body requirements and timelines.
- Participate in internal audits and compliance processes and/or evaluations.
- Support parents to provide regular feedback regarding their participation in all aspects of the program.
- Prepare product, program or service reports by collecting information and working within defined processes to management/senior management.

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- Work together with ac.care staff and clients to find solutions and foster a positive client service culture.

Capability Development

- Actively participate in staff development opportunities organised by coordinator.
- Willingness to undertake training and share learnings with colleagues to promote an environment of continuous learning.
- Support and encourage parents to maximise their participation in the HIPPY program and their attendance at parent groups.
- Source and support parents with information as requested (where possible) and refer families to the Coordinator where additional support is required.
- Ensure the quality of service through active participation in supervision and training, to ensure the service provided is ethical, of a high standard and fulfils the requirements of the funding body.

Other

- Perform other duties allocated appropriate to position and organisational needs, and to undertake any relevant task as directed by the CEO as part of the employer/employee relationship within the scope of the role.
- Prepare weekly materials and equipment in readiness for home visits and group meetings.
- Any other duties as directed by the HIPPY Coordinator.

Reports to:

- HIPPY Coordinator

People Management:

- No direct management of people, however coaching and mentoring to other staff may be required.

Budget Management:

- No direct responsibility however work with Coordinator and Line Manager around expenditure and understanding of financials.

NOTE:

- Some out of hours/on call work may be required
- Current full driver's licence is essential and must be willing to drive in the course of the role.

POSITION SKILLS AND EXPERIENCE

Qualifications and Experience:

Essential

- Ability to develop relationships with Aboriginal people, their families and communities.
- Experience working with Aboriginal families and children, and or lived experience/s.
- Basic computer skills in MS Office.
- A belief that every person has the right to make their own choices, to be treated with respect and to have their information kept private.
- Ability to work as part of a team and be comfortable visiting homes in the community.
- Demonstrated commitment, drive and initiative, with the ability to work independently within established routines and procedures.
- Shows drive and motivation and a commitment to ongoing learning (and teaching).
- Manage own emotional responses to staff and people being supported.
- Demonstrated experience in identifying, reporting and implementing Work Health and Safety procedures and initiatives for personal safety and the safety of others.

Highly Regarded

- Working in a team environment.
- Communicates effectively and in a manner which respects and promotes cultural diversity.
- A non-judgemental attitude.
- Ability to convey a feeling of security, care and flexibility towards children and parents.
- Ability to interact with children in a positive, sensitive and respectful manner.
- Willingness to accept supervision and seek direction.
- Work effectively as a team member in achieving team and programme objectives.

Special Conditions

- Current SA driver's license 'Class C' or interstate equivalent.
- Current Satisfactory Working with Children Check (WWCC) or willingness to obtain in accordance with ac.care policy.
- Child Safe Environment Certificate or willingness to obtain in accordance with ac.care policy.

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ACCEPTANCE

Position Holder Signature: _____

Name (Printed): _____ Date: _____